

Permit Components: When a permit is no longer valid



IIF Proactive Event
Richmond Refinery
August 8, 2011

RI-341 provides a full description of Hot Work and General Work Permits



When A Permit Expires -

1. Permit Requester needs identify that a new permit must be obtained.
2. Obtain the necessary approval signatures
Explain to supervisors that this is an update permit.
3. Process the new Permit with appropriate signatures
Fire Marshall, Mechanic, Safety Operator – signatures
4. Old Permit needs to be directed toward the respective ABU for retention.

Teamwork ... Experiences from the field (audio)



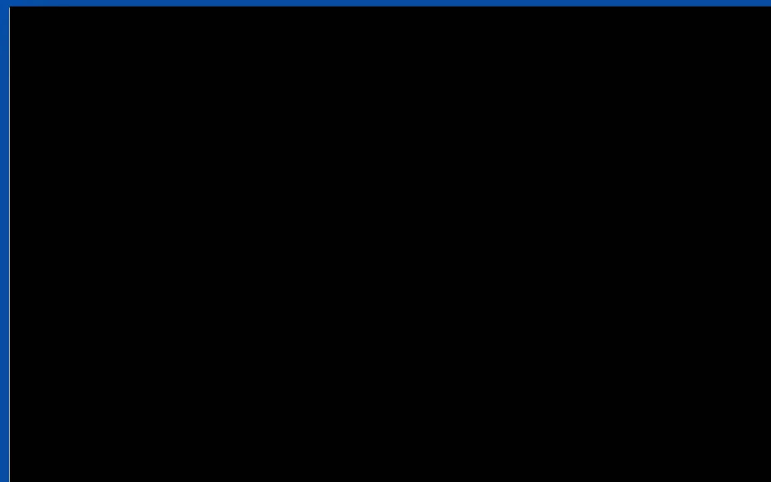
My reason for being safe each and every day is so I and every one that comes through the gates may go home to our families. Our individual actions when we are at work affects everyone here at chevron, it is a team effort refinery wide to make sure we all go home the same way we came to work. At the end of the day working safely is truly the most important job we have.

Thank you for your time and commitment to Safety.



Project Superintendent | Maintenance

(Click the icon for audio.)

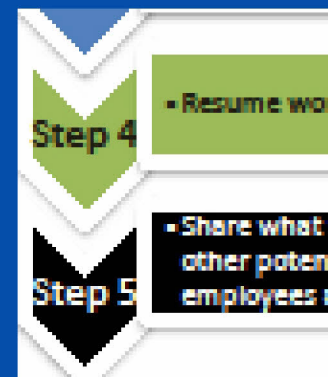


What if conditions change? What if the permit cannot be understood?



This is a great area to exercise your Stop/Pause Work Authority. Follow the five steps to our Stop work authority process

1. Stop the Unsafe Activity or Behavior (don't leave the area)
2. Notify the person in charge
3. Involve the right people to resolve the issue
4. Resume work
5. Share what you have learned



Discussion Topic



Operations and Maintenance Groups:

1. Who do you contact when you see that a permit is about to expire?
2. What challenges have you encountered in the past with this process? Share any ideas you have to streamline the process.

all Other Work Groups ... Hazard Hunt!

1. Select a focus area on the Hazard Wheel, It could be Mechanical or Pressure, for example.
2. Spend one shift, or one hour, searching for – and discovering hazards related to that area of the wheel.
3. Create an action plan to mitigate the hazards discovered on the Hazard Hunt.
4. Share with your supervisor, or submit a Near Loss.



- [Safety Topic of the Month on RI-341](#), Permit Updates!

